ARLINGTON COUNTY PUBLIC SCHOOLS
Office of the Superintendent

MEMORANDUM July 12, 1963

TO: Members, Hoffman-Boston Planning Committee

FROM: C. G. Norris

The summary of meeting #1 and the "first installment" of background information are enclosed. Since the material compiled for this assignment will come in installments, breif covers have been provided for "filing" of meeting summaries and small papers.

The data included in this mailing are somewhat related. For example, in looking at Mr. Palmer's projection on "Effect of Elimination . . ." it might be helpful to remember the generalization from the "School Plant Inventory . . ." that more than a 10% overload creates severe space problems in even the largest schools, with the type of program Arlington offers.

Additional material will be available by our next meeting--August 5--on: (1) school district boundaries; (2) preliminary enrollments by subject, for next school year; and (3) Hoffman-Boston "Profile." Data on staff numbers and characteristics for each of the schools will be available later in August, after information on staff changes for next year has been recorded in data-processing cards.

CGN:dkw
Enclosures:
(1) Summary of Meeting #1
(2) List of Committee Members
(3) Copy of "School Board Agreement-April 3, 1963"
(4) "Effect of Elimination of Hoffman-Boston Senior High. . .on the Three Other School Plants. . ." (STATISTICAL PROJECTION)
(5) "Secondary School Membership Projections. . ."
(6) ~~"School Plant Inventory and Utilization Study, Three Senior High Schools and One Jr.-Sr. High School, as of October, 1962"~~

ARLINGTON COUNTY SCHOOL BOARD
Hoffman-Boston Planning Committee

NEXT MEETING: 8:00 P. M.
Board Room
1426 N. Quincy St.

SUMMARY OF MEETING #1
June 26, 1963

1. The committee held its first meeting jointly with the School Board and the Superintendent's cabinet. All members of the School Board and of the Superintendent's cabinet were present. Committee members present: Dr. O. Glenn Stahl (Chairman), Mr. Emanuel Azar (Yorktown Advisory Committee), Mr. Lawrence W. Draeger (Washington-Lee Advisory Committee), Captain Hal K. Edwards (Jefferson Advisory Committee), Mr. O. U. Johansen (Principal, Washington-Lee High School), Mr. W. Ralph Kier (Principal, Yorktown High School), Mr. Robert Murchison, Jr. (Hoffman-Boston Advisory Committee), Mr. Chalmers G. Norris (Administrative Analyst), Mr. George Richardson (Principal, Hoffman-Boston Jr.-Sr. High School), Mrs. John J. Rowsey (Wakefield Advisory Committee), Mr. Frank Stewart (Coordinator of Teacher Recruitment & Selection), Mr. William T. Syphax (Hoffman-Boston Advisory Committee), Dr. Harold Wilson (Principal, Wakefield High School). Dr. George Marrow attended the meeting as a representative of Mr. David Godfrey (Gunston Advisory Committee) and Mr. Clovis H. Chinn attended in the place of Mr. James E. Chinn (Hoffman-Boston Advisory Committee).

2. The School Board Chairman, Mr. Stockard, opened the meeting by thanking committee members for their willingness to serve. He stated that this committee has been appointed on the Superintendent's recommendation to plan for the "closing out" of the senior high school portion of Hoffman-Boston. This action is pursuant to the School Board's agreement of April 3, 1963, which agreed:

1) On the objective of closing out senior-high-level instruction at Hoffman-Boston;

2) That the implementation of this objective cannot be instituted this fall, because under State law the assignment of pupils for the 1963-64 school year has to be completed within approximately one week, and

3) That it will proceed at once with developing a constructive program for the realization of the above objective.

Mr. Stockard said that pursuant to the School Board's policy of citizen participation, a broad-based committee was felt to be necessary. This committee has been engaged not to defend the School Board's actions, but to study proposals and develop recommendations for implementation of the decision in the fairest manner. The community will need more information on this question and other community groups will probably be studying the question concurrently with this committee. Mr. Stockard listed several areas in which the School Board's decision has implications: (a) Space and facilities; (b) District boundaries; (c) Personnel; (d) Community relations; (e) Equalizing educational opportunities (the question of the effect of Hoffman-Boston's size on the program offered); (f) Supervision and direction; (g) Transportation; (h) Pupil placement (now a local matter).

"I can assure you the Board did not take the matter of committee composition lightly," Mr. Stockard said. The committee is weighted with people from the two schools most affected, but since boundaries are in question other schools are represented by principals and Advisory Committee chairmen. Two other members of the school staff from the central office have been appointed to the committee. Dr. O. Glenn Stahl was the School Board's first choice as chairman of this

committee due to his many qualifications and his previous experience related to this question.

3. Mr. Stockard then asked for comments from the Superintendent and other School Board members. Mr. Reid stated that the total staff is at the service of the committee. Mr. Ecker-Racz and Mrs. Campbell both indicated agreement with Mr. Stockard's remarks, emphasizing their concern that special consideration should be given in the planning to ways of assisting the children who will be affected to be ready for the change. Mrs. Cox pointed out that the representatives from the "less affected" schools should not feel they are on the committee merely as a formality since people in all parts of the community are equally concerned that this decision be implemented with the best interest of the students considered foremost and with all viewpoints being heard. Dr. Joy also echoed the concern of Mr. Ecker-Racz and Mrs. Campbell. He said he is happy that the legal status of this question is now clear, and we can now deal with this question on a rational rather than a legal basis.

4. After brief discussion the School Board agreed to leave to the discretion of the committee the question whether future committee meetings should be open to the general public. Mr. Stockard stated that the School Board resolution of April 3, 1963, was adopted unanimously. He then turned the meeting over to the committee chairman, Dr. Stahl.

5. Dr. Stahl expressed appreciation for the "confidence placed in me." He stated that he welcomes the opportunity to chair this committee "because I sympathize with the objective." "I assume we all share this sympathetic acceptance of the objective," he said. "The question now is how, not what."

6. It was agreed that the committee should complete its report to the School Board by the end of 1963 unless committee investigations should indicate an urgent need for a more rapid report. Dr. Stahl recommended that the committee have a vice-chairman. The committee voted unanimously to select Dr. Draheim as its vice-chairman, subject to his acceptance.

7. After some discussion it was decided that committee meetings should be held in executive session for the present and that all public statements regarding the committee's activities should be issued through the chairman. The proposal to schedule public meetings to hear presentations from various interested groups was deferred until after the committee has had a chance to review background information.

8. After some discussion the committee agreed that committee participation should be limited to members appointed by the School Board and any member who misses a meeting can be briefed by one of the members who was present.

9. Dr. Stahl stated that the committee assignment seems to have three stages:

(1) Study the facts

(2) Develop possible alternatives

(3) Formulate recommendations for submission to School Board

He asked committee members to state kinds of facts we feel we need. Committee members cited as subjects on which statistical data will be needed: (a) Current

school boundaries; (b) Present and prospective Senior and Junior high school enrollments; (c) Staff--numbers, subjects taught, areas of certification, etc.; (d) Space--capacities of the schools; adequacy of space for present enrollments and programs; (e) Plant expansion potentials; (f) Present instructional program--enrollment by types of classes.

10. It was agreed that the committee's assignment deals with the senior high school part of Hoffman-Boston only and that the question of specific bus routes is too involved for committee consideration. Questions such as costs and transportation needs for alternative proposals can be considered later after alternatives have been identified. The committee members agreed that they would like to have any other information that the School Board and staff believe would be helpful.

11. Dr. Wilson called attention to the need for careful study of the present space situation in the secondary schools. "What do the buildings we now have need to carry the program and students we now have?" Brief discussion of this question followed. Dr. Joy indicated strong agreement that this is not a collateral question but a vital part of the basic question--that the interplay of buildings, program, and enrollment must be kept in mind.

12. Mr. Reid suggested and the committee agreed that all requests for information from the school staff be channeled through the committee chairman and secretary.

13. The committee agreed to meet next on Monday, August 5, in executive session with the understanding that the Superintendent and School Board members are welcome at any committee meeting. In response to some questions from citizens present at this meeting, it was reiterated that the committee has been appointed not to decide whether or not to close Hoffman-Boston Senior High School, but to recommend procedures for closing the school in an orderly fashion with full consideration for the welfare of the children involved in the change.

14. The meeting was adjourned.

CGN:dkw
July 10, 1963

ARLINGTON COUNTY SCHOOL BOARD
Hoffman-Boston Planning Committee

NEXT MEETING: Monday, August 19
8:00 P.M.
Board Room

SUMMARY OF MEETING #2
August 5, 1963

1. PRESENT: School Board Members--Mrs. Cox and Mr. Ecker-Racz. Committee Members--Dr. Stahl (Chairman), Mrs. Clark (Hoffman-Boston), Mr. Azar (Yorktown), Mr. James Chinn (Hoffman-Boston), Mr. Draeger (Washington-Lee), Captain Edwards (Jefferson), Mr. Franz (Wakefield), Mr. Godfrey (Gunston), General Holzapple (Wakefield), Mr. Johansen (Washington-Lee), Mr. Kier (Yorktown), Mr. Murchison (Hoffman-Boston), Mr. Norris (Administrative Analyst), Mr. Richardson (Hoffman-Boston), Mr. Stewart (Coordinator, Teacher Recruitment...), and Dr. Wilson (Wakefield). Other staff member--Mr. John L. Palmer (Director of Research).

2. Dr. Stahl called attention to additional material distributed at the meeting: (a) "Staff Profile" of the Hoffman-Boston Jr.-Sr. High School;" (b) Classes Scheduled in Arlington High Schools, 1963-64; (c) Map of current senior high school attendance areas.

3. Mr. Palmer presented and explained graphic aids related to the table, "Effect of Elimination of HOFFMAN-BOSTON SENIOR HIGH (Grades 10-12) on the Three Other School Plants for 1964-65 and 1965-66 With Necessary Pupil Adjustment to Equalize Overload for Each Year," which previously had been mailed to committee members. Mr. Palmer's data in no way were presented as a plan. They are simply a summary of the projected enrollments under certain policy alternatives as related to rated pupil capacity of the high school buildings involved. Clarifications in response to committee questions included the following: (a) The data cover all three senior high grades; (b) Projection techniques of the Research Department attempt to provide for all pertinent factors, including changes in the retention ratio of schools, population growth, and land-use plans and patterns in the community; (c) four small classrooms to be obtained by remodeling in Wakefield are not included in the rated pupil capacities cited.

4. The relative condition and adequacy of the Hoffman-Boston facility was discussed. Mr. Richardson stated that the condition varies, from the original building to more recent additions. As a Jr.-Sr. High School, the plant has inadequate library, music, shop, auditorium and gymnasium facilities. As a junior high school plant only, it compares satisfactorily with those of Jefferson and Swanson, less favorably with those of the four larger junior high schools.

5. The possibility of rezoning to make Hoffman-Boston a fully desegregated high school was suggested. This, members agreed, is no solution since a major problem of the present high school is its small size. This fact was considered by the School Board before appointing this committee. The committee has been asked to recommend when and how this small senior high school should be closed. Later discussion also dealt with the inadequacy of a 250-student senior high school in meeting the program needs of modern students. This inadequacy centers primarily in inability to provide enough variety and enrichment in course offerings. In Hoffman-Boston, it was pointed out, some of this lack has been offset to some degree by a very favorable staff/pupil ratio, permitting an unusual degree of individual attention to students.

6. The chairman distributed a discussion draft outlining some tentative "Relevant Findings and Factors..." The paper was presented as a starting point for committee discussion in considering implications of the factual material previously presented. Points of fact brought out in the ensuing discussion included the following:

(a) Peak overloads of enrollment in previous years, affecting Wakefield and Washington-Lee, were moderated by temporary "off-campus" facilities not counted in the school's rated pupil capacity. Therefore, a 30% overload in 1958 with extra rooms provided is not directly comparable to a 15% overload in 1963 without extra rooms. However, the 15% at Wakefield would be somewhat mitigated by the addition of four small rooms in 1964.

(b) Changes in the instructional program cannot really be discounted, since they affect the adequacy of existing facilities even in the absence of overenrollment.

(c) Opinions differ on how much overload a school can absorb and still continue to improve its program and provide adequately for individual needs. The larger the school, the higher the probable capacity to absorb overload, given the same program. A school with a more homogeneous program, however, probably can absorb higher overloads than schools of equal size but more complex program offerings.

7. Considerable discussion was devoted to the question of students being able to finish in the high school where they started. Mrs. Cox stated that present policy permits a student who completes two years in one high school to return to the same school his senior year. This, of course, assumes that this former school is still in operation. In the case of the three larger high schools, most affected students have elected to finish in the school where they started. If allowed to do so, many seniors transferred from Wakefield to Washington-Lee or Washington-Lee to Yorktown might be expected to elect to return to their former school, thus modifying the effect of any plan to equalize overloading in the year Hoffman-Boston Senior High is closed. Seniors from Hoffman-Boston, however, would have no high school to return to. While probably reluctant to finish in a new school, they would probably accept the change willingly, some committee members believe. The reasons given for this expectation are: (1) Most of the Hoffman-Boston students will recognize and support the objective of full desegregation at the high school level; and (2) In this case, the students will be moving to schools which can offer more rich and varied instructional opportunities. Some committee members expressed the opinion that students in all schools should have to accept the transfer in a move of this nature, and that the students would adjust very quickly to any such change. A move from one large Arlington high school to another would not materially affect the program offerings or continuity it was noted.

8. It was suggested that there may be a need for another, different kind of high school-a vocational-industrial high school--which might be served with the Hoffman-Boston plant. Mr. Ecker-Racz agreed that this is a bona fide question. But, he said, we are not at a point to consider this question.

9. In discussion about the "dropout problem," two major points stood out: (a) Arlington has a relatively low dropout rate; (b) all schools, including Hoffman-Boston, have succeeded in improving their holding power in recent years. Committee members were not fully in agreement on the relationship between overcrowding and the dropout question. It seems fairly obvious that the atmosphere in a school, quality of the guidance program, and the availability of courses and activities wich really meet the students' interest are most important factors in keeping students in school. To some degree, availability of adequate space may be seen to influence all of these factors, but overcrowding would not appear to be a crucial influence until it reached an extreme degree. Dr. Wilson indicated that a lack of facilities for nonacademic course offerings is more serious at Wakefield than the fact that some academic classes meet, for example, in the lobby of the auditorium. Mr. Ecker-Racz asked the committee to keep the space problem in mind, and give attention to it in the proper time and place. Space needs, it was pointed out, exist equally whether or not Hoffman-Boston Senior High is closed. It was agreed that the committee would hope to recommend procedures to accomplish the Board's objective without slowing down the rate of improving the school program.

10. The Chairman asked committee members to comment on the idea of "phasing out" the Hoffman-Boston high school, as opposed to closing the school all at once. The committee was in complete agreement that long-range phasing out, one year at a time, would be both impractical and undesirable. Some sentiment existed, however, for a middle course: transferring all Sophomores in the 1964-65 school year and closing the school completely in the 1965-66 school year. This alternative would tend to mitigate the overloading factor on the other three high schools, but it would require careful planning to maintain a program comparable to the present one in Hoffman-Boston. It also would delay by one year the expansion of educational opportunities for present Sophomores and Juniors at Hoffman-Boston. Committee members representing Hoffman-Boston district indicated general agreement that the change should be made in a single year if possible. Some concern for the Hoffman-Boston teachers was expressed. Dr. Stahl said he assumes these teachers will be placed in other schools in Arlington, and the committee can so recommend if it wishes to. The social values of prompt desegregation of the senior high school also were emphasized as a matter of primary consideration.

11. After agreeing to meet again on Monday evening, August 19, the committee was adjourned.

CGN:dkw
August 9, 1963

9 August Mon 8pp

DRAFT FOR DISCUSSION ONLY

OGS
July 1963

RELEVANT FINDINGS AND FACTORS RELATING TO CLOSING OUT OF SENIOR HIGH PROGRAM AT HOFFMAN-BOSTON SCHOOL

1. The senior high schools in Arlington are comparatively well off from an educational standpoint, but physical facilities still fall short:
   a. There is a rich and varied program, at least in the three large high schools of Washington-Lee, Wakefield, and Yorktown, but this is not so true of Hoffman-Boston.
   b. Although there is some general over-capacity use of high school physical plant, this is not as high as it has been in former years.
   c. There is no really critical overcrowding except with respect to physical education facilities at Washington-Lee and Hoffman-Boston and shop facilities at Wakefield.
2. Any additional pupil load assigned to Washington-Lee, Wakefield, and Yorktown as a result of closing out Hoffman-Boston senior high would create a most uneven situation if present senior high boundaries were continued. It would create a much too heavy load on Wakefield (25.4% overload).
3. Possible redistricting would equalize the load among the three large schools. Discounting any program changes, a 10% (1965-66) to 15% (1964-65) even overload in the three large schools created by boundary adjustments, along with closing out of Hoffman-Boston senior high, would create a situation less objectionable than actually existed in :

Wakefield, 1963-64	(17% overload)
Wakefield, 1959-60	(29.9% overload)
Washington-Lee, 1959-60	(24.7% overload)
Washington-Lee, 1958-59	(31.5% overload)

and not particularly worse than existed in:

Wakefield, 1962-63	(14.5% overload)
Yorktown, 1963-64	(14.3% overload)

4. Elimination of Hoffman-Boston senior high program in 1964-65, with appropriate boundary adjustments, would require less total physical plant for high schools and less total operating costs for senior high programs than if it were maintained wholly or in part. (Hoffman-Boston as a junior high is adequate, but to make it an adequate senior high comparable to the big three would require: expansion of facilities for physical education, library, auditorium, and industrial-vocational education, plus the necessary higher cost of operating a small, uneconomical school.)

5. Courses regularly offered at Washington-Lee, Wakefield, and Yorktown during six years (1956-57 through 1961-62) but not offered more than once at Hoffman-Boston included:

   Third and fourth year art courses,

   Music theory, mixed chorus, and orchestra,

   English electives (dramatics, journalism, advanced composition) and the English-Art-Music seminars,

   Social studies electives (economics, commercial law, U.S. and world affairs, psychology)

   German, Spanish, Latin and advanced level French courses,

   Some advanced mathematics courses,

   Advanced courses in foods and homemaking,

   Electrical fundamentals and general metals,

   Distributive education and diversified occupations.

6. Leaving either the junior and senior classes or just the senior class at Hoffman-Boston would be even more impractical than running a senior high with all three classes, since the problems of economy, teacher assignment, and course offerings are further aggravated.

7. If it makes better sense to close out all three senior high classes at Hoffman-Boston at the same time, then the only remaining question is

whether this should be done for the school year 1964-65 or for the school year 1965-66. The net difference is a reduction in the overload at the three large schools from 15.8% to 10.6%. This becomes a policy question in which the facts pointed out in item 3 above should be taken into account as well as the importance to the community and the educational system to proceed as promptly as possible with the already established objective of closing out the senior high program at Hoffman-Boston.

ARLINGTON COUNTY PUBLIC SCHOOLS
Department of Research

MEMORANDUM

July 2, 1963

TO: Ray E. Reid

FROM: John L. Palmer

SUBJECT: Effect of Elimination of HOFFMAN-BOSTON SENIOR HIGH (Grades 10-12) on The Three Other School Plants for 1964-65 and 1965-66 With Necessary Pupil Adjustment to Equalize Overload for Each Year.

SENIOR HIGH SCHOOLS	ELIMINATION IN 1964-65						ELIMINATION IN 1965-66					
	WITHOUT BOUNDARY ADJUSTMENTS				WITH BOUNDARY ADJUSTMENT TO EQUALIZE OVERLOAD		WITHOUT BOUNDARY ADJUSTMENTS				WITH BOUNDARY ADJUSTMENT TO EQUALIZE OVERLOAD	
	MEMBERSHIP (Est.)			Percent Over Capacity	Overload @ 15.8%	Net Pupil Change	MEMBERSHIP (Est.)			% Over Cap.	Overload Equalized @ 10.6%	Net Pupil Change
	Present	From H.B.	Pupil Total				Pres.	From H.B.	Pupil Total			
WAKEFIELD	2300	+240	2540	25.4	2345	+45 (+240 from HB) (-195 to WL)	2210	+220	2430	20.0	2240	+30 (+220 from HB) (-190 to WL)
WASHINGTON-LEE	2150	+ 30	2180	9.0	2315	+165 (+30 from HB) (+195 " Wake) (-60 to York)	2080	+ 30	2110	5.5	2220	+140 (+30 from HB) (+190 from Wak (-80 to York)
YORKTOWN	1560	---	1560	11.4	1620	+60 (From W.L.)	1460	---	1460	4.3	1540	+80 (From W.L.)
HOFFMAN-BOSTON	270	-270	--	--	--		250	-250	--	--	--	
TOTALS	6280	-0-	6280	15.8	6280	-0-	6000	-0-	6000	10.6	6000	-0-
TOTAL PUPILS REDISTRICTED	.....					525	.....					520